



PLAN REQUIREMENTS

For Commercial and Multi-Family Structures

(Other than One and Two-Family Dwellings)

NEW BUILDINGS, ADDITIONS – Two sets of building plans (maximum size 30" x 42"), one set of specifications, and one set of structural calculations shall be submitted to the Department of Building Safety. The plans shall be in compliance with the 2009 ICC codes with amendments and the 2008 NEC and reflect any Planning Board and/or Zoning Board approvals and stipulations.

- Projects requiring an architect's stamp are listed below. The architect must state compliance with the NH energy code and submit calculations.
 - New commercial construction, fit-up or renovation of places of assembly (restaurants, nightclubs, bars, churches, etc.)
 - Plans that add units to existing multi-family dwellings (over two units)
 - Multi-family dwellings and all other projects as required by the architectural licensing law for the State of NH
- Wood truss drawings are required to be stamped by the engineer of record
- Manufacturer specifications shall be submitted for engineered lumber (LVLs, micro-lams, etc.)
- A Statement of Special Inspections shall be completed for all plans required to be designed by a registered architect or engineer
- Electrical, plumbing, and mechanical drawings require a stamp by an engineer registered in the respective disciplines
- Plans shall be accompanied by a code evaluation summary
- Some projects may require to be accompanied by a plan review of a third party

COMMERCIAL INTERIOR FIT-UP, ALTERATIONS OR RENOVATIONS – Submit two sets of the floor plan drawn to scale with dimensions. The above requirements may apply. As a minimum, plans shall note the:

- Square footage of existing building and the number of stories
- Square footage of proposed area of work
- Type of existing and proposed construction materials
- Means of egress and associated door size, hardware, etc.
- Wall, floor, and ceiling ratings, if applicable
- Use of existing and proposed space
- Use of adjacent units (tenants) if applicable
- Occupancy load
- Fire stopping materials (Include UL system number)
- Door and window schedule

OTHER DEPARTMENTS

Fire Marshal's Office (177 Lake Street – 589-3460): One set of plans with applicable life safety review fee is required. Please deliver the plans directly to the Fire Marshal. Sprinkler and fire alarm permits are secured through the Fire Marshal's Office.

Environmental Health Department (18 Mulberry Street – 589-4530): Approval is required for food service, day care facilities and public swimming pools prior to permit issuance. Renovation projects must be reviewed by the Environmental Health Department for hazardous materials prior to permit approval.

Department of Public Works – Engineering Office (9 Riverside Street – 589-3123): For sewer permits, additional plumbing, or a change of use

Planning and Zoning Department (City Hall, 229 Main Street, 2nd floor – 589-3090): For site plan requirements and changes, or building façade elevations

Plans that do not have complete information may be rejected.

Please take the time to review your plans to insure adequacy.

When the building permit is approved, one copy of the plans will remain in the Department of Building Safety; the other copy will be returned to the applicant. The approved plans must be on the jobsite for inspections.

Signs, Electrical, Plumbing, Mechanical and Demolition – Require separate plans and permits

NASHUA BUILDING SAFETY DEPARTMENT

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